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DRAFT/15 August 1960

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SUBJECT: Reports of Audit

ACTION REQUIRED: As stated in paragraph 2 below

1. In reviewing the audit findings and administrative actions required by Reports of Audit, it would appear that occasionally an installation has become "lax" in the handling of official funds, maintenance of the financial records and in the submission of its financial reports.

2. As you are the designated Comptroller's Representative in the area you serve, I wish to re-emphasize the following points as part of your duties and responsibilities:

- a. Review each Report of Audit submitted by the Audit Staff covering transactions for installations financially reporting through your office.
- b. Assist the installation in taking corrective action ~~that is~~ required by the Report of Audit.
- c. Assist the installation, wherever possible, in its reply to the Report of Audit. If reply has been made prior to your visit, review ~~it~~ and offer any suggestions warranted.
- d. Assist in ~~the~~ training of ~~the~~ persons assigned the duties of maintaining the Class "B" financial records.

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E. R. SAUNDERS

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